

## **State Schools Tuition and Fees Payment Program Application Checklist**

- State Schools Tuition and Fees Payment Program application form
  - UTNG SSTFPP, found on the G1-Education Office website:  
<https://ut.ng.mil/RESOURCES/Service-Member-Support/Education-Services/>
  - Put all classes with the same start date on the same application
  
- Statement of Agreement (SOA)
  - UTNG Annex A from UTNG Cir 23-01, found on the G1-Education Office website:  
<https://ut.ng.mil/RESOURCES/Service-Member-Support/Education-Services/>
  - There is a new SOA published each fiscal year (1 July – 30 June)
  - You only need to sign one SOA each year, not a new one for each application
  
- Tuition Cost/Class Schedule Verification
  - Statement of charges from the school showing the cost of tuition and any fees for the semester/term. (e.g. student account activity, tuition history, account detail for term, student invoice).
  - Class schedule showing course number, title, credits, and start/end date.
  - Screenshots are acceptable
  - All documents must include the school's name and the student's name. Can be one document showing all (i.e. tuition and class details) or separate documents.
  
- Contract with UTNG -
  - Ensure contract with UTNG extends 2 years past the last day of course.
  - Extend if necessary and include extension form.
  
- For ROTC Scholarship Cadets only -
  - Include a memo signed by your Professor of Military Science (PMS) or Assistance PMS that verifies which type of scholarship you are receiving (i.e. "Soldier receives 'Room and Board' scholarship only, with no tuition costs covered.")